



WHS Committee Meeting

Music Building
December 19, 2016
11:00 am

Minutes

In Attendance: Kendra Whelan (OHS Rep.); Alvin Kenny (Chair); Spencer Crewe (MMaP); Jakub Martinec, Denise Porter, Rob Power, Peter Stanbridge,

Welcome

Alvin welcomed everyone to the meeting.

1. Safety Moment

Spencer Crewe warned everyone to be careful outside on parking lots and walkways as the water had started to freeze and it had become slippery. Kendra Whelan built on the Safety Moment by encouraging everyone to report any unsafe conditions that we witness on parking lots, walkways, building entrances to Facilities Management and follow-up by sending a message on the E-Alert messaging system.

2. Adoption of Agenda

Alvin asked for a motion to adopt the today's meeting agenda. Moved by Rob Power; seconded by Spencer Crewe.

3. Adoption of Minutes & Business Arising

Alvin presented the minutes from August 17, 2016. Jakub Martinec moved to adopt the minutes and Denise Porter, seconded.

Review (Business Arising) of minutes of August 14, 2014

Project Coordinator office at MMaP in ACC building – Spencer provided an update on the ongoing leaks/plaster work at MMaP. The issue is still ongoing and there has been more water seepage. Transportation and Works is still working on the issue. The signing of the lease has not made much of a difference. There is a new issue now with the lights in the gallery and the electrician is working on it. **UPDATE: STILL ONGOING. Spencer still waiting to hear on resolution of problems.**

Rob mentioned that the door leading to the instrumental room can't open all the way due to scaffolding and is a problem when trying to move the bigger instruments. **UPDATE: Scaffolding has been secured and a ramp has been installed. However, it is still hard to move bigger instruments in and out without some strategic maneuvering.**

Review (Ad Hoc Requests) for OHS Committee Intervention

Kendra mentioned that there were more complaints about the climate control for the building and the effect it was having on the instruments. Kendra suggested that Facilities Management needs to be made aware of this major problem for instruments. **ACTION: Alvin to follow-up with Facilities Management.**

Peter also noted that other rooms had been extremely cold, especially Suncor, and that he had received a lot of complaints. He said that the blowers in the floor of Suncor (which blow out the warm air) had to be turned off during the day because they were extremely noisy. He wondered what the chain of action was and if there was anyone he could call, i.e., Facilities Management Utilities Annex, when tweaks are needed to the heating. **ACTION: Alvin to talk to Jeff Boland and/or Anne Brown.**

4. Statistics Report

Kendra presented a Health and Safety report which contained statistics campus wide. Kendra advised that there were a couple of non-compliance incidents, but no issues with Music Building. Kendra sent stats to Alvin and Alvin forwarded them to Committee members.

5. Education Component

Kendra informed the committee that a quorum of 4 is needed at all meetings as per WHS mandate.

MUN Safe app is pushing approximately 4,500 users. It has become more popular since October 2016 threat incident. Prior to that incident there were approximately 2,277 users.

6. New Tasks – Inspections, Audits, i.e.

Alvin mentioned that the School of Music WHS Committee needed a new co-chair for staff. Peter Stanbridge was nominated by Alvin to fill this position but as Peter has not yet been trained in WHS, Spencer will fill-in for the time being. **ONGOING: Peter and Jakub still need WHS training. ACTION: Peter and Jakub should complete training requests forms and submit to Alvin for processing.**

AED demonstration still not done. Kendra mentioned some stories that have been in the media lately and the importance of AED as first line of life saving action.

ACTION: Alvin to contact Pat St. Croix to schedule demonstration and to ask Maureen to add to Faculty meeting agenda for January, 2017.

ACTION: Denise to send out link to AED training video to WHS committee members.

At the last meeting in August 2016, Rob Power pointed out that there was an access issue with the Fire extinguisher back stage at Suncor. Mary Beth was to follow-up but now that she is no longer with the School of Music no one is sure if the follow-up was completed. **ACTION:** Rob and Peter to do a visual check and follow-up, if necessary.

Kendra to meet with Alvin and to check on MIMS to see if there are any unresolved issues that have been resolved and to close them on the system.

7. New Business

Podium safety – Alvin informed the group that support rails would be installed on the School of Music podium as a safety precaution. Dr. Sutherland and Alvin discussed if it they should be metal or wood but Dr. Sutherland preferred wood.

ACTION: Alvin to contact the Welding Shop. Kendra questioned if they were being installed due to an incident? Alvin confirmed that there was no incident but rather an observation to the need of the support rails to prevent an incident.

It has been reported that the urinal and toilet are not working in male washroom.

ACTION: Alvin to follow-up.

8. Date of Next Meeting

Week of January 20. Kendra mentioned that a yearly inspection should be scheduled before next WHS committee meeting. **ACTION:** Denise to send out Doodle Poll and set-up inspection and next committee meeting.

9. Adjournment

Meeting was adjourned at 11:46